



YOUR
VOICE
AGAINST
VIOLENCE

Position Description

Executive Assistant/Administration Officer

Organisational context

Domestic Violence Victoria (DV Vic) is the peak body for specialist family violence services for women and children in Victoria. We are an independent, non-government organisation.

Our vision is for a world where women and children can live fulfilled lives, free from fear and violence.

To achieve this, we:

- advocate and provide advice to government with and on behalf of our members
- lead innovation and influence policy, legislation and community attitudes
- work with our members to strengthen specialist family violence practice and build the capacity of human services
- work respectfully and collaboratively with all our partners.

Our work is informed by the experiences of women and children and other people affected by family violence.

DV Vic is committed to the core values of equality, integrity and respect. Our values are reflected in the way we work and engage with others including our members, colleagues, and government.

Read our [Strategic Plan 2016-2020](#) for more information about what we do and where we're headed.

Role Context

The Executive Assistant/Administration Officer (EA/AO) plays a key role in ensuring the smooth running of the CEO's office and is responsible for supporting the Unit Managers and the effective administration and operations of the organisation. Reporting to the Operations Manager, the EA/AO will undertake

administrative duties focused on maintaining effective administration processes across the organisation and supporting human resources and governance processes.

The EA/AO will provide support to the CEO and Unit Managers including management of their diaries and administrative support. The EA/AO will work closely with all members of the team to support operations and strengthen the overall organisational capacity.

The position will require a high level of organisation, multi-tasking and strong communication skills to support the day to day functioning of the team.

Organisational Values

Respect, Equality, Integrity.

Position specifications

Role title:	Executive Assistant/Administration Officer		
Located:	Melbourne CBD	Classification Level / Award:	DV Vic Level 5
Employment Period:	12 month contract (inclusive of three month probation)	Remuneration:	\$76,016 - \$80,680 Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
Reporting structure:	The EA/AO will report to and be supervised by the Operations Manager.		
Hours and basis of employment	1 FTE – 38 hours a week. DV Vic is committed to flexible working arrangements. The FTE and span of hours for the position can be negotiated. To work within office hours of 7.00am to 7.00pm, Monday to Friday although preference is for 9am to 5pm.		

Position Responsibilities

The EA/AO will:

- Assist the CEO and Unit Managers with workload management and coordinate their diaries
- Work with the Operations Manager to provide general administrative support focused on the effective day to day running of the organisation
- Attend meetings, take minutes and prepare agendas
- Draft and format high level letters and documents
- Support and assist with HR processes
- Manage the logistics for meetings and events; travel, accommodation, catering and equipment
- Provide reception duties including answering calls, emails and general enquiries
- Provide IT support to staff and liaise with external ICT provider to maintain the functionality of equipment
- Support the Operations Manager in the review and implementation of DV Vic's Occupational Health and Safety policies, procedures and records
- Provide general administrative support to DV Vic management and staff as required

Key Selection Criteria

The successful applicant will have:

- Relevant tertiary or professional qualifications in business administration or equivalent.
- Understanding, commitment to and interest in family violence and community sector services
- Demonstrated experience in drafting correspondence and other documentation
- A proven track record in operational and business support functions including the EA function and office administration
- A high-level of initiative and strong organisational skills
- Strong interpersonal and communication skills, both written and verbal
- Sound time management skills and the ability to prioritise and exercise initiative and judgement
- High-level proficiency in using current IT platforms including Office 365, WordPress, Mailchimp, Eventbrite, and Adobe suite

- An inclusive, diplomatic and flexible approach to work

Desirable

- Confidence and experience with CRM software programs

Application Process

Application process

Interested persons should send a current resumé with a covering letter addressing the key selection criteria to:

The Chief Executive Officer on recruitment@dvvic.org.au

Applications close: Sunday 26th May 2019

Contact for further information: Diana Harrison, Operations Manager on Ph: 9921 0824 or dianaharrison@dvvic.org.au

Applications that do not address the selection criteria will not be considered.

Applicants must have the right to live and work in Australia to be considered for this job.

DV Vic values diversity and encourages people from diverse backgrounds to apply

